



Foreign Affairs Manual

2 FAM – General

Change Transmittal: GEN-361

Date: July 16, 2009

2 FAM 1910 GUIDELINES FOR APPOINTMENTS

Changes

1. Miscellaneous changes were made to certain sections:
 - **2 FAM 1911, Processing of Presidential Appointments:** The Director General (formerly, the Deputy Under Secretary of State for Administration), when processing presidential appointments, has the responsibility for assuring that proposed recommendations are in order; that an appropriate security clearance has been made; and that bureau concurrences have been obtained.
 - **2 FAM 1913, Procedures for Appointments:** Personnel who require details about the appointment process should consult the Director General, who will prescribe procedures for Presidential appointments.
 - **2 FAM 1914, Meetings With the President:** This section was deleted.
2. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes appear in italic, which provides an historical record of changes.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 1910 (CTL:GEN-1008, 09-07-1965; 2 pages) and insert the revised 2 FAM 1910 (2 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT checklist, then fill in the entry line for CT: GEN-361, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(HR/CDA/SL/PAS)